

U.S. Army Reserve
ARMY EMERGENCY PREPAREDNESS LIAISON OFFICER (EPLO) PROGRAM

History. This is the first revision of FORSCOM Regulation 140-12, dated 1 Aug 97.

Summary. This regulation provides policy, responsibilities, and implementation guidance for the Army Emergency Preparedness Liaison Officer (EPLO) Program. It establishes policy and procedures concerning the selection, assignment, responsibilities, operational control, and administration of the United States Army Reserve (USAR) personnel supporting the EPLO Program.

Applicability. This regulation applies to the Active Component (AC), Army National Guard (ARNG), and USAR, less Special Operations Forces (SOF). The ARNG and USAR are collectively referred to as the Reserve Component (RC).

Supplementation. Supplementation is permitted with approval from, Commander, FORSCOM, ATTN: AFOP-MAD, 1777 Hardee Avenue, SW, Fort McPherson, Georgia 30330-1062.

Supplements to this regulation will not supersede, change, rescind, or duplicate higher-level command policy. Submit recommended changes as required to the above address.

Changes. Changes to this regulation are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications, and Computers (DCSC4), FORSCOM. Users will

destroy changes on their expiration date unless superseded or rescinded.

Suggested improvements. The proponent for this regulation is the Deputy Chief of Staff for Operations (DCSOPS), FORSCOM. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to, Commander, FORSCOM, ATTN: AFOP-MAD, 1777 Hardee Avenue, SW, Fort McPherson, Georgia 30330-1062

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CHAPTER 1

General

1-1. Purpose

This regulation establishes policy and procedure for Emergency Preparedness Liaison Officers (EPLO) authorized in DoD Directive 1215.6, encl 3, para B. It supports Army Regulation (AR) 500-50 and AR 500-60 requirements for the Commander, United States Army Forces Command (FORSCOM) to serve as the Principal Planning Agent for Military Support to Civil Authorities (MSCA) and Military Assistance for Civil Disturbances (MACDIS) and implements specified and implied tasks in DoD Directive 3025.1 and DoD 3025.1M.

Army EPLOs are U.S. Army Reserve officers assigned to Federal, Regional, State, and local organizations for the purpose of coordinating Military Assistance to Civil Authorities. Regardless of organization of assignment, the United States Army Reserve Command retains COCOM and 1st and 5th United States Army retains OPCON.

1-2. References

Required and related publications are listed in **Appendix A**.

1-3. Explanation of Abbreviations and Terms

Special abbreviations and terms used in this regulation are explained in the **Glossary**.

Chapter 2

Responsibilities

2-1. Secretary of the Army (SECARMY)

The SECARMY has been delegated Department of

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Defense (DoD) Executive Agent authority for civil support by the Secretary of Defense (SECDEF).

2-2. Director of Military Support (DOMS)

As the Action Agent for the DoD Executive Agent, DOMS, has overall responsibility and establishes policy for the EPLO Program.

2-3. Commander, United States Army Forces Command (FORSCOM)

The Commander, FORSCOM:

- Establishes program guidance within Army policy.
- Provides planning, training, and operational guidance through First and Fifth U.S. Army for Army EPLO personnel.
- Ensures EPLO program management is in accordance with applicable DoD directives, policies, plans, and regulations.

2-4. Commanders, Major Army Commands (MACOM)

MACOM commanders will ensure EPLOs have access to installation Commanders and staffs for emergency preparedness coordination and training.

2-5. Commanders, Continental United States Armies (CONUSA)

First and Fifth U.S. Army Commanders exercise Operational Control (OPCON) over EPLO personnel for regional military operations and Joint training necessary to accomplish Military Assistance to Civil Authorities (MACA). CONUSA Commanders will:

- Establish EPLO program management in accordance with applicable directives, policies, plans, and regulations.
- Coordinate with the U.S. Army Reserve Command (USARC) for recruiting actions to fill

Colonel EPLO positions. Regional Support Commands (RSCs) will advertise vacancies 240 days before completion of the incumbent EPLO's tour of duty or Mandatory Removal Date (MRD).

c. Establish training programs for EPLO personnel. The EPLO training program is described in **Appendix B**, FORSCOM Form 1063-R, Emergency Preparedness Liaison Officer Qualification Program Record, and will be supplemented by on-the-job training. EPLO's will perform duties to include:

- (1) Participation in revision of contingency plans
- (2) Coordination visits to Active Component (AC) installations
- (3) Attendance at the National Joint Workshop.
- (4) Training workshops conducted by the Federal Emergency Management Agency (FEMA) or State and Local emergency management agencies.
- (5) Develop and conduct Defense Coordinating Element (DCE) exercises.
- d. Provide information as required to the EPLOs concerning First or Fifth U.S. Army organization, resources, capabilities, plans, policies, and procedures.
- e. Coordinate EPLO activation and participation in disaster relief operations with appropriate headquarters.
- f. Assign missions to EPLOs and approve Annual Training (AT) programs to include written guidance prioritizing mandays and inactive duty training (IDT) assemblies.
- g. Establish rating scheme and prepare efficiency reports for Regional and State EPLOs to ensure adequate supervisor oversight and allow maximum opportunity for professional development.
- h. Coordinate selection, continuation, and tour termination of EPLO personnel with the USARC within regulatory guidance.
- i. Approve military awards for EPLOs or forward to appropriate authority for approval.
- j. Develop and publish supplemental instructions to this regulation as required to meet unique Area of Responsibility (AOR) and mission requirements.

2-6. Commander, United States Army Reserve Command (USARC)

The USARC exercises COCOM, less OPCON, of USAR EPLO personnel, provides administrative direction, and resource support as coordinated with FORSCOM, and CONUSAs. USARC will:

- a. Act as approving authority for all EPLO selections and tour extensions.

b. Delegate administrative responsibilities for USAR EPLOs to the appropriate subordinate organization.

c. Ensure Regional and State EPLO personnel have completed required physical exams and the Army Physical Fitness Test (APFT).

d. Budget and fund Regional and State EPLO training requirements identified by the CONUSAs or FORSCOM to include:

- (1) A minimum of 14 days annual training.
- (2) A minimum of 5 days Active Duty for Training (ADT)/Active Duty for Special Work ADT/ADSW.

2-7. Commanders, Regional Support Commands (RSC)

RSC's are responsible for administrative actions pertaining to EPLO personnel. The RSC will:

- a. Coordinate with appropriate CONUSA EPLO Program Managers for EPLO operational requirements pertaining to AT, ADT, and ADSW. All unfunded requirements will be forwarded to the USARC for action.
- b. Maintain Local Files (formerly known as Military Personnel Records Jacket (MPRJ)). Process all personnel, pay, and administrative requirements to include security clearances, publication of orders, pay documents, physical exams, Army Physical Fitness Test (APFT), and Officer Evaluation Report/Non-Commissioned Officer Evaluation Report (OER/NCOER) reporting system administrative documents.
- c. Ensure all EPLO candidates meet the minimum qualifications outlined in paragraph 3-2.

2-8. The Adjutants General (TAG)

The TAGs will provide office space and general administrative support for EPLOs performing duty at their headquarters, as appropriate.

2-9. All EPLOs

Army EPLO positions are authorized in each Federal Region and State, as shown in **Figure 1**. All Army EPLOs will:

- a. Maintain qualification for assignment through applicable correspondence course study, individual physical fitness programs, and the use of home study material provided by the CONUSA.
- b. Attend the DoD Emergency Preparedness Course. Obtain orders for course attendance through the appropriate chain of command.
- c. Complete the EPLO qualification programs outlined in **Appendix B**.
- d. Prepare and submit training plans to CONUSA.

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State EPLOs	Grade	Per State	Total
State EPLO	O-6	1 *	50
Asst State EPLO	O-5	1 **	13
Admin NCO	E-7	1	50
Regional EPLOs	Grade	Per Region	Total
Principal REPLO	O-6	1	10
Asst REPLO	O-5	1	10
Operations Officer	O-5	1	10
Logistics Officer	O-4	1	10
Comm Officer	O-4	1	10
Operations NCO	E-8	1	10
*EPLOs in 48 continental states (2 in CA), DC			
**Asst EPLOs in N&S CA, TX, FL, VA, GA, AL, NY, IL, IN, LA, MS, and WA			

Figure 1. Authorized Army EPLO Positions.

2-10. Principal Regional EPLO

The Principal Regional EPLO, in addition to the duties of the Regional Emergency Preparedness Liaison Officer (REPLO), will:

- a. Ensure that DoD objectives for tasked and implied missions are achieved.
 - (1) Provide guidance to the Regional EPLO team in consonance with the DOD and Service regional planning agents.
 - (2) Coordinate drills, annual training, exercises, and meetings of the regional EPLOs.
 - (3) Develop exercise and training plans as directed by the CONUSA and higher headquarters.
 - (4) Ensure equipment and working space are provided for the REPLO team.
 - (5) Identify team requirements to the Army Regional Planning Agent (RPA) (CONUSA) requiring funding by the Services.
 - (6) When activated, ensure proper team placement into the Federal Response System.
 - (7) Request additional personnel with functional experience to supplement the Regional EPLO team when operational requirements dictate.
- b. Submit reports to the DoD Army RPA (CONUSA) to include:
 - (1) Situation reports
 - (2) Lessons learned
 - (3) Significant activities
 - (4) Information on the effects of any resource crisis on military operations.
- c. Serve as the principal DoD representative to the Regional Emergency Management Team (REMT).
- d. Ensure requests from the civil sector for domestic emergency support are validated and coordinate the allocation of DoD resources when authorized by the DoD Army RPA (CONUSA) or DCO.
- e. Ensure appropriate recognition and priority are given to military requests for civil and private assistance and resources.
 - (1) Submit DoD requests to the CONUSA.
 - (2) Advocate military needs.
 - (3) Track and report status of requests.
 - (4) Elevate conflict or impediments to the appropriate resolution authority.
- f. Designate alternate principal regional EPLO from Service Regional EPLOs.

2-11. Regional EPLOs

Regional EPLOs provide DoD and Army liaison with Federal regional organizations and agencies; facilitate planning, coordination, and training for military support to civil authorities and national security emergency preparedness; advise federal agencies and organizations on DoD and Army capabilities and

resources; advocate mutual support required by DoD; and, on order, augment DoD response to domestic emergency operations. Regional EPLOs will:

- a. Serve as the federal military liaison of the Army RPA (CONUSA) to the Federal Region and as Army representative on the DoD Regional EPLO Team.
 - (1) Advise on Army policies, procedures, and mission requirements affecting domestic emergency support responsibilities.
 - (2) Represent Army RPA (CONUSA) on matters pertaining to support of civil authorities, including participation at joint/civil meetings, conferences, and activities, including Regional Interagency Steering Committee (RISC), Emergency Response Team (ERT), and Regional Emergency Management Team (REMT).
 - (3) Advise on Army capabilities, limitations, and priorities for rendering support to civil authorities.
 - (4) Coordinate planning and operations involving Army resources.
 - (5) Assist in the development of regional plans involving Army activities.
 - (6) Coordinate activities with other EPLOs in the region.
 - (7) Advise Army RPA (CONUSA) of potential or actual requirements for supporting domestic emergency operations (requirements worked with Defense Coordinating Officer during actual operations may not require this notification).
 - (8) Coordinate with State and Regional EPLOs for exercises and operations.
 - (9) Establish and maintain contact with Federal Agencies within the Region.
- b. Serve as Army representative to the DOD element of the REMT and perform duties supporting mission objectives.
- c. Provide liaison and coordination with the states (through the TAG/State Area Command (STARC) or State EPLO) and the DCO/DCE, as directed by the Army RPA (CONUSA).
 - (1) Provide initial liaison for the Army RPA (CONUSA) in accordance with appropriate CONUSA directives.
 - d. Be prepared to augment the DCO/DCE in the Disaster Field Office (DFO) if required.
 - e. Know the organizations, missions, and functions of the DOD Component represented.
 - (1) Understand Army resources capable of providing anticipated support.
 - (2) Identify Army organizations located in the region.
 - (3) Understand process for requesting Army assets to support MSCA missions.

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f. Be familiar with the mission, organization, and domestic emergency plans of federal agencies in their region. Know the general capabilities and priorities for MSCA required within their Federal region.

(1) Understand state requirements for MSCA during emergency operations within their region.

(2) Identify Federal organizations, private volunteer organizations, and key individuals.

g. Conduct and/or participate in National, Regional, and State training and exercises as directed by the Army RPA (CONUSA).

h. Be familiar with the DoD responsibilities in National, Federal Regional, and Army MSCA plans.

(1) Review operational concepts, plans, directives, and procedures developed by DoD, FORSCOM, and Army RPA (CONUSA) supporting MSCA.

(2) Know National Security Emergency Preparedness (NSEP) plans.

i. Be familiar with information systems for regional resources supporting emergency planning.

(1) Maintain a current copy of the Department of Defense Resources Database (DODRDB) and provide points of contacts updates to the Army RPA.

(2) Establish access to the U. S. Army Corps of Engineers (USACE) planning information.

(3) Establish access to the Federal Emergency Management Agency (FEMA) Information Systems.

j. Advise Principal and Regional Planning Agents (FORSCOM and CONUSA) of significant domestic emergency preparedness activities and requested military participation in regional Federal agencies' meetings and exercises.

k. Participate in planning and execution of Regional Response Plan (RRP), Federal Response Plan (FRP), and NSEP activities.

l. Perform NSEP missions as assigned.

m. Coordinate drills, annual training, exercises and meetings with the Army RPA (CONUSA) and Principal REPLO.

n. Perform other duties as assigned by the Army RPA (CONUSA).

2-12. State EPLOs

State EPLOs provide Army representation and liaison to the military and civil authorities within the State, Commonwealth, U.S. Possessions and other eligible jurisdictions; facilitate planning, coordination, and training for domestic emergencies and national security emergency preparedness; advise on DoD and Army capabilities and resources; advocate mutual civil-military support; and, on order, facilitate DoD

response to domestic emergency operations. State EPLOs will:

a. Serve as the Army Component liaison to the State Adjutant General (TAG) and State Area Command (STARC).

(1) Advise supported headquarters on Army policies, procedures, and mission requirements affecting MSCA responsibilities and/or requirements.

(2) Represent Army RPA (CONUSA) on matters pertaining to MSCA.

(3) Advise supported headquarters (TAG and STARC) on Army capabilities, limitations, priorities, for implementing Federal MSCA.

(4) Advise Army RPA (CONUSA) of requests for Federal military support.

(5) Coordinate planning and operations involving Army resources supporting domestic emergency operations.

(6) Assist in the development of STARC plans involving Army equipment, personnel, and installations.

b. Coordinate activities with other Service Component EPLOs in the state.

c. Serve as the federal military liaison of the Army RPA (CONUSA) to those State authorities responsible for planning, coordinating, and executing the domestic emergency plans for all hazards.

(1) Represent the Army RPA (CONUSA) at joint/civil meetings, exercises, or conferences for domestic emergency response.

(2) Represent Army RPA (CONUSA) on matters pertaining to Federal MSCA.

(3) Advise State/Local agencies on Army capabilities, limitations, and priorities for implementing MSCA.

(4) Advise Army RPA (CONUSA) of potential or actual requirements for supporting domestic emergency operations (requirements during actual operations may not require this notification).

(5) Coordinate planning and operations involving Army resources supporting Federal MSCA.

(6) Brief civil and military authorities on Army involvement during domestic emergency operations as required.

d. Advise and coordinate with the pre-designated DCO on Army capabilities and policies.

e. Participate in domestic emergency operations as directed by the Army RPA (CONUSA).

f. Know the organizations, missions, and functions of the Service Component represented.

(1) Understand Army resources capable of providing anticipated support.

(2) Identify Army organizations and installations located in the State.

(3) Understand process for requesting Army assets to support MSCA.

g. Be familiar with the mission and organization of Federal, State, and Local agencies involved in domestic emergency operations.

(1) Know the general capabilities and priorities for military support required within the State.

(2) Know the State emergency plan(s) and applicable State laws.

(3) Identify State organizations and key individuals.

h. Participate in National, Regional, and State domestic emergency exercises as directed by the Army RPA (CONUSA).

i. Be familiar with the DoD responsibilities in National, Federal regional, and Army domestic emergency plans.

(1) Review operational concepts, plans, directives, and procedures developed by DoD, FORSCOM, and Army RPA (CONUSA) supporting MSCA.

(2) Be aware of Army installation capabilities as Base Support Installations (BSIs).

j. Provide updates for Army Installation Points of Contact to the DODRDB and highlight discrepancies in the DODRDB to the Army RPA (CONUSA).

k. Brief Federal military installations in the State on emergency preparedness programs, processes, and responsibilities once each year.

(1) Brief potential BSIs on their roles and responsibilities as directed.

(2) Brief installations on proper coordination of requests for mutual support and immediate response authority in accordance with DoD Directive 3025.1.

l. Assist the DCE in procuring, tracking, recovering, and returning Army assets.

m. Submit reports to the Army RPA (CONUSA) with information copies to the Regional EPLO.

(1) Situation reports.

(2) Lessons learned.

(3) Significant activities.

(4) Information on the effects of any resource crisis on military operations.

n. Coordinate drills, annual training, exercises and meetings with the Army RPA (CONUSA) and other organizations as required by appropriate CONUSA.

o. Perform other MSCA duties as assigned by the Army RPA (CONUSA).

Chapter 3

Qualification, Selection, and Administration

3-1. Overview

The EPLO Program establishes liaison officers and support personnel in each State, Federal region, and at selected military headquarters to coordinate mutual DoD support for national security emergency preparedness, response to natural or man-made disasters, and other domestic emergencies.

3-2. EPLO Qualifications

USAR officers considered for selection to an EPLO position must meet the following criteria:

a. Have served a minimum of three of the past five years in a USAR Troop Program Unit (TPU).

b. Be in the authorized EPLO grade or on a promotion list (not waiverable) for Colonel position.

c. Have a minimum of three years remaining prior to mandatory removal date (MRD) at time of assignment (not waiverable).

d. Reside within a reasonable commuting distance of the duty station. "Reasonable commuting distance" will be determined by the appropriate RSC.

e. Have military operations, planning, or force development experience, or managerial expertise at the executive level demonstrated through education and/or experience.

f. Meet the Army physical fitness, height, and weight standards.

g. If a member of a TPU, have a written acknowledgment from the current Commanding Officer that the selectee can be released on the announced vacancy date.

h. Maintain eligibility for a TOP SECRET security clearance. Regional and State EPLOs (including enlisted soldiers) require a SECRET clearance as a minimum. EPLOs may require higher clearances to gain access to areas used for planning or execution of MSCA missions. The requirement for higher clearances will be determined by the appropriate CONUSA.

3-3. EPLO Application and Selection

a. The RSC will publish EPLO application and selection procedures ensuring widest dissemination of upcoming vacancies and selection boards

b. Colonel EPLO selection responsibility will not be delegated below the RSC level. Colonel EPLO's have the authority to select personnel for Lieutenant Colonel EPLO positions and below, IAW published USARC application and selection procedures.

c. The RSC will announce position vacancies, informing AR-PERSCOM at least 240 days before the end of the incumbent's tour or MRD. The RSC will inform the incumbent and the CONUSA prior to announcement.

d. The RSC will convene a selection board not later than 150 days prior to the end of tour or MRD for Colonel positions. As a minimum, the board will consist of three members with a minimum grade of Colonel or DoD civilian equivalent. Eligible Board members, in addition to RSC personnel, are:

- (1) CONUSA DCSOPS Representative
- (2) Principal Regional EPLO
- (3) Training Support Brigade Commander

e. The RSC will forward complete application packets of selectees to the appropriate CONUSA DCSOPS for review not later than 10 working days following the selection board. If the CONUSA concurs with the Board's selection, the appropriate CONUSA will forward the complete package to USARC, not later than 10 working days of receipt, for final approval and appointment of the EPLO.

f. In the event of non-concurrence, USARC will forward the entire package complete with non-concurrence rationale to the Commander, US Army FORSCOM for resolution.

g. The USARC and RSC will ensure the selected individual's losing command publishes reassignment orders at least 60 days prior to the incumbent's end of tour to allow at least one drill period overlap with the incumbent.

3-4. EPLO Assignment, Tour Duration, and Extensions

a. If the EPLO selectee is eligible for promotion, promotion will be accomplished concurrently with the assignment proceedings IAW AR 140-158, para 3-30.1 for enlisted soldiers and AR 135-155 for officers.

b. EPLOs selected for Colonel positions under the authority of paragraph 3-3 of this regulation will normally serve a minimum three year tour of duty. The EPLO personnel may be released earlier at the discretion of the Commander, First or Fifth U.S. Army.

c. Requests for extension initiated by the individual will be submitted through the appropriate CONUSA to the RSC and the USARC at least one year before the end of their tour. The USARC Commander approves extensions based on exceptional circumstances. Extensions will be granted only if the best interests of the U.S. Army will be served. The USARC will forward favorable extension decisions to the appropriate CONUSA within 15 working days of receipt of the request.

d. In the event the CONUSA and USARC are in disagreement on an extension request, USARC will forward the request to the Commander, US Army FORSCOM for resolution.

e. Total tenure in a Colonel EPLO position should not exceed five years.

3-5. Evaluation Reports

a. Each CONUSA will establish officer and enlisted performance reporting procedures that will allow supervisors to accurately evaluate performance and promote professional development. CONUSAs will publish, maintain, and furnish a copy of the EPLO rating scheme to the ratees and all subordinate Army organizations involved with EPLO program management.

b. DA Form 67-9, U.S. Army Officer Evaluation Report and DA Form 2166-7, Non-Commissioned Officer Evaluation Report (NCOER) will be prepared when required in accordance with AR 623-105 and AR 623-205. The OER and NCOER will be forwarded through the chain of command IAW established CONUSA procedures. Established suspense dates must be met. The rated officer will complete the OER support form, make required entries on the OER, and forward both forms to the rater.

c. Upon completion of the OER/NCOER, the senior rater/reviewer returns the OER/NCOER to the RSC and the OER support form to the rated officer/NCO. The RSC forwards the original to AR-PERSCOM and a copy to the rated officer.

3-6. Insignia

EPLOs are detailed General Staff with Troops. General Staff insignia and applicable CONUSA shoulder patch and distinctive unit insignia will be worn. Enlisted personnel will also wear the applicable CONUSA shoulder patch and distinctive unit insignia.

3-7. Awards

CONUSAs are responsible for approving awards. Awards will be processed through the CONUSA.

3-8. Pay and Budgeting

Request for orders, certification of drill attendance, and payroll procedures are as follows unless modified by the RSC of assignment:

a. EPLO's submit requests for orders for duty (Fax or electronically transmit), coordinated with the CONUSA, to the appropriate RSC. The RSC will mail orders to the EPLO's home address and provide copies to the CONUSA EPLO Program Manager. If orders are not received at least 5 days before the duty, EPLOs shall contact the RSC for follow-up action. No duty/travel for training is authorized without verbal or written orders issued by the RSC.

b. Inactive Duty Training (IDT) attendance will be reported using DA Form 1380, Record of Individual Performance of Reserve Duty Training unless otherwise directed by the RSC. The completed form will be dated and authenticated by an

appropriate representative and forwarded to the unit of attachment within 2 days of IDT period completion.

c. The EPLOs, in coordination with the CONUSA EPLO Program Managers and the RSC, will develop a budget request reflecting requirements for the EPLO program. Budget requests are prepared following the USARC budget guidance, and submitted as directed.

d. Unfunded requirements identified during the fiscal year will be processed through normal resource management channels.

3-9. EPLO Files

a. The CONUSA EPLO Program Manager will maintain a working file for each EPLO consisting of:

- (1) Biographical data/current photograph
- (2) Assignment order
- (3) Quarterly, AT/ADT/ADSW and special activities reports
- (4) Copy of DA Officer Evaluation Report Support Form, current year.

b. All EPLO personnel will maintain the following at their duty station:

- (1) Copies of First or Fifth U.S. Army unclassified contingency plans and regulations.
- (2) A station list showing all active Army units located within the state/region. This listing should include points of contact at each activity.
- (3) A listing of Federal and State emergency management office Points of Contact (POCs) within the State/Region.
- (4) Documents listed as references to this regulation.
- (5) Copies of reports for the most recent 12-month period.
- (6) Briefing or information papers outlining activities of the EPLO; problem areas being worked; military and emergency activities within the State/Region; status of State contingency planning.
- (7) Laptop computer, equipped with a modem.
- (8). A copy of the current First or Fifth U.S. Army staff directory.
- (9) When vacating the position, items 1 – 8 and all files will be passed on to the EPLO's successor.

Chapter 4 ***Training and Operations***

4-1. Background

EPLOs perform a wide variety of MSCA functions. In view of the diversity of these missions a systematic emergency preparedness orientation program must be completed to ensure EPLOs perform their missions effectively and efficiently. Numerous training opportunities exist that can serve

in the professional development of the newly assigned EPLOs. This training includes formal training courses, exercises, the National EPLO Conference, and actual MSCA operations.

4-2. Training Program

The EPLO training program is designed to ensure a standardized level of training for all EPLOs. The program establishes basic training requirements and a process for documenting the completion of training. It includes formal training sessions, self-study, and liaison activities which, when complete, will result in the liaison officer having a sound working knowledge of DoD contingency plans and MSCA functions necessary to perform their duties.

a. The training and qualification program is mandatory for all newly assigned personnel.

b. Scheduling of training is the responsibility of the individual. Individuals must follow prescribed chains of command to ensure proper coordination with course and exercise managers.

c. REPLOs are responsible for documenting the completion of training and reviewing training status and progress with the Principal REPLO.

4-3. Qualification Record Checklist (QRC)

A Qualification Record Checklist (QRC) in **Appendix B** is used to guide and track training progress.

a. The QRC is divided into the following sections:

- (1) I, Headquarters Orientation and Administrative Review
- (2) II, Required Formal Training
- (3) III, Regulations
- (4) IV, Directives
- (5) V, Statutes/Executive Orders
- (6) VI, Plan Reviews
- (7) VII, Initial Liaison Visits

b. Each section contains a list of required tasks or actions. Upon completion of the task or action the EPLO should initial and date the appropriate line item.

4-4. Initial Training

The EPLOs will attend the DoD Emergency Preparedness Course and complete the initial training requirements listed in **Appendix B**. The CONUSAs will manage quotas and registration.

a. Newly appointed EPLOs will perform their first tour of duty with the appropriate CONUSA for initial training, orientation and completion of **Appendix B**, in **Section 1**.

b. Newly appointed EPLOs will complete the orientation training and qualification program specified in **Appendix B**, **Sections 2-6** within six

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months of assignment and **Section 7** within one year of assignment.

c. Progress on completion of required actions should be reviewed and discussed with the appropriate CONUSA EPLO Program Manager within one year of appointment date.

4-5. Recurring Training

As a member of a Troop Program Unit (TPU), EPLOs are authorized 48 paid training assemblies plus a minimum of 14 days of AT each year. The EPLOs may perform single unit training assemblies or combinations that best suit the CONUSA training requirements and goals as long as each EPLO does not perform more than 48 training assemblies.

a. Inactive Duty Training (IDT) by EPLOs is conducted at the supported Command/agency or as determined by the appropriate CONUSA.

b. Annual Training (a minimum of 14 days per year) may be fragmented to allow for mission flexibility. Additional AT, ADT, ADSW or Temporary Tours of Active Duty (TTAD) may be authorized depending upon availability of funds to perform special tours for: coordination with AC and RC headquarters, participation in command post/field exercises, participation in a voluntary status in MSCA operations, and emergency management courses.

c. A National Joint EPLO Workshop is conducted each year for EPLOs and key domestic emergency staffs from all services to ensure EPLOs remain current on developing national policies, plans, and programs. All EPLOs should plan to attend.

4-6. Contingency Missions

EPLOs may volunteer for active duty in an ADT, ADSW, or TTAD status to support the DCO during MSCA response operations. The SEPLOs volunteering for active duty support the DCO unless otherwise directed by the appropriate CONUSA. The REPLOs volunteering for active duty support FEMA's Regional Operations Center (ROC) unless otherwise directed by the appropriate CONUSA.

4-7. Emergency Preparedness Liaison Officer Activation

EPLOs provide liaison during Federal MSCA response operations to preclude misunderstandings, expedite the employment of appropriate Federal military response assets, and provide information and updates to the Army RPA (CONUSA) and DCO. Legitimate authorities (e.g., TAG, State OES, FEMA

Region, DCO, other military headquarters) requiring EPLO support during MSCA operations (before or after a Federal declaration) should request EPLO activation through the CONUSA.

a. For unscheduled MSCA response operations, the CONUSAs will request activation of EPLOs through FORSCOM to the USARC. In situations requiring immediate DoD support, the EPLO activation process will be expedited by telephone/facsimile and followed up by record communications. In emergencies, in coordination with FORSCOM, the CONUSA, and the USARC, EPLOs may be directed to deploy by the Verbal Orders of the Commanding Officer (VOCO) of the RSC.

(1) Requests for EPLO activation will include the EPLO's name, estimated number of mandays, reporting location, and reporting time.

(2) The RSC to which the EPLO is assigned prepares orders.

(3) The CONUSAs will coordinate amendments to EPLO orders directly with the RSC and USARC.

b. On order, the REPLOs will deploy to the FEMA ROC and represent the CONUSA until cessation of the ROC. On order, REPLOs assume further tasks during the operation or may be released from active duty. Once the Disaster Field Office (DFO) is established, the REPLO team may be directed to the DFO to augment the DCE. The DCO will have OPCON of the entire element.

d. On order, SEPLOs will deploy to the National Guard or State Emergency Operation Center (EOC) to provide liaison between the DCO and the State National Guard.

4-8. National Security Operations

a. REPLOs maintain primary responsibility to prepare for and on order execute their classified duties under a National Security Emergency.

b. SEPLOs maintain secondary support responsibility to the REPLO team during a National Security Emergency.

4-9. Reports

a. **Quarterly Activities Report.** A report summarizing EPLO activities will be prepared and submitted through the rater to the CONUSA EPLO Program Manager using the following report/suspense dates:

Report Period	Due to CONUSA
1 st Qtr (October, November, December)	15 January
2 nd Qtr (January, February, March)	15 April
3 rd Qtr (April, May, June)	15 July
4 th Qtr (July, August, September)	15 October

The report will include a brief description of EPLO training activities, duties performed, problem areas identified and additional CONUSA defined reporting requirements. Recommendations for resolving identified problems should be included (Cite RCS exempt: AR 335-15, para 5-2h).

b. **The AT/ADT/ADSW Reports.** A report covering each period of AT/ADT/ADSW in excess of five days will be provided through the rater to the CONUSA EPLO Program Manager not later than 10 days after completion of the tour. Cite Requirement Control Symbol (RCS) exempt in accordance with AR 335-15, para 5-2e(7).

c. **Special Reports.** An after-action trip report is required within 30 days after attendance at any special training, conference or exercise involving natural disasters or contingency plans Cite Requirement Control Symbol (RCS) exempt in accordance with AR 335-15, para 5-2e(7).

d. **Yearly Training Plans (YTP).** Each EPLO will submit through the rater a YTP outlining projected IDT, AT, ADT, and ADSW for the coming training year (1 October to 30 September) not later than 1 April of each year.

APPENDIX A

References

Section I

Required Publications

Title 42 United States Code (U.S.C.), (Chapter 68 - Disaster Relief) Sections 5121-5204c	Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
FY97 National Defense Authorization Act, Title XIV, Sections 1401-1455	Defense Against Weapons of Mass Destruction Act
Title 10 U.S.C. Sections 12301-12304	Statutes Affecting Reserve Components
Executive Order 12656 (53 FR 47491)	Assignment of Emergency Preparedness Responsibilities, 18 Nov 88
FRP	The Federal Response Plan (FRP)
FRERP	The Federal Radiological Emergency Response Plan (FRERP)
DOD Directive 3020.36	Assignment of National Security Emergency Preparedness (NSEP) Responsibilities to DOD Components, 2 Nov 88
DOD Directive 3025.1	Military Support to Civil Authorities (MSCA), 15 Jan 93
DOD 3025.1-M	Manual for Civil Emergencies, Jun 94
DOD Directive 3025.12	Military Assistance for Civil Disturbances (MACDIS), 4 Feb 94
DOD Directive 3025.15	Military Assistance to Civil Authorities (MACA), 18 Feb 97
DOD Directive 3025.16	Military Emergency Preparedness Liaison Officer (EPLO) Program 18 Dec 2000
DOD Directive 3150.5	DOD Response to Improvised Nuclear Device Incidents, 24 Mar 87
DOD Directive 3150.8	DOD Response to Radiological Accidents, 13 Jun 96
DOD Directive 5030.41	Oil and Hazardous Substances Pollution Prevention and Contingency Program, 1 Jun 77
DOD Directive 5030.50	Employment of DOD Resources in Support of the U.S. Postal Service, 13 Apr 72
DOD Directive 5525.5	DOD Cooperation with Civilian Law Enforcement Officials, 15 Jan 86
AR 500-50	Civil Disturbances, 21 Apr 72
AR 500-51	Support to Civilian Law Enforcement, 1 Jul 83
AR 500-60	Disaster Relief, 1 Aug 81
AR 500-70	Military Support to Civil Defense, 1 Oct 82

Section II

Related Publications

AR 700-131	Loan and Lease of Army Materiel, 4 Sep 87
Title 10 U.S.C. Sections 331-335	Insurrection Act
Title 18 U.S.C. Section 1385	Posse Comitatus Act
Title 31 U.S.C. Section 1535	Economy Act
Title 42 U.S.C. Sections 9601-9675	Comprehensive Environmental Response Compensation, and Liability Act (CERCLA), also referred to as the Super fund
Executive Order 12148	Federal Emergency Management, 20 Jul 79
National Security Directive 66	Civil Defense, 16 Mar 92
Presidential Decision Directive 39	U.S. Policy on Counterterrorism (Unclassified extract), 21 Jun 95
National Contingency Plan (NCP)	National Oil and Hazardous Substances Pollution Contingency Plan
DOD Directive 3020.26	Continuity of Operations Policy (COOP) and Planning, 26 May 95
DOD 5100.52-M	Nuclear Weapon Accident Response Procedures (NARP), Sep 90
DOD Directive 5105.22	Defense Logistics Agency, 6 Dec 88
AR 10-87	Major Army Commands in the Continental United States, 30 Oct 92
FM 100-19	Domestic Support Operations, 1 Jul 93
FORSCOM Reg 350-5	Joint Training Exercises, 1 May 90
FORSCOM Reg 350-12	Procedures for Tasking and Support from Active Component Installations and Units, 1 Nov 94
Air Force Instruction (AFI) 10-802	Military Support to Civil Authorities
OPNAV Instruction 3440.16C	Department of the Navy Civil Emergency Assistance Program

FORSCOM Regulation 140-12

APPENDIX B

Emergency Preparedness Liaison Officer (EPLO) Qualification Program Record

EMERGENCY PREPAREDNESS LIAISON OFFICER (EPLO) QUALIFICATION RECORD					
(FORSCOM Reg 140-12)					
NAME (Last, First, Middle Initial)			RANK	UNIT	
SECTION I - ORIENTATION AND ADMINISTRATIVE REVIEW			SECTION II - FORMAL TRAINING COURSES, SEMINARS, AND MEETINGS		
TASK/ACTION	EPLO INITIALS	DATE COMPLETED	TASK/ACTION	EPLO INITIALS	DATE COMPLETED
1. CONUSA Tour and Introduction			DOD Emergency Preparedness Course		
2. RSC Administrative Actions			Emergency Preparedness Seminar		
a. 201 File			State Emergency Planning Meeting		
b. Financial Record			Regional Interagency Steering Committee (RISC) Meeting (REPLOs only)		
c. Medical and Dental Record			Other (Local Use)		
d. Identification Card					
e. Commissary Card					
f. Security Clearance					
3. Orientation					
a. Quarterly Reports					
b. Training Schedule					
c. Annual Training			SECTION III - REGULATIONS		
d. Pay Procedures			TASK/ACTION	EPLO INITIALS	DATE COMPLETED
e. Publications/References			FORSCOM Reg 140-12		
f. OER Support Form			AR 500-50 and 51		
g. Laptop Computer			AR 500-60 and 70		
h. DOD Resources Database			AFI 10-802		
i. Schedule DOD Emergency Preparedness Course			OPNAVINST 3440.16C		
Other (Local Use)			Other (Local Use)		

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SAMPLE

Emergency Preparedness Liaison Officer (EPLO) Qualification Program Record
(Continue)

SECTION IV - DIRECTIVES AND			SECTION VI - PLAN		
TASK/ACTION	EPLO INITIALS	DATE COMPLETED	TASK/ACTION	EPLO INITIALS	DATE COMPLETED
National Security Directive No. 66			Federal Response Plan (FRP)		
Presidential Decision Directive No. 39			Federal Radiological Response Plan (FRERP)		
DOD Manual 3020.26			FORSCOM Disaster Relief Plan		
DOD Directive 3020.36			FORSCOM Civil Disturbance Plan (GARDEN PLOT)		
DOD Directive 3025.1			FORSCOM Postal Augmentation Plan (GRAPHIC HAND)		
DOD Directive 3025.12			FORSCOM Wildfire Fighting Plan		
DOD Directive 3125.15			State Plans for Emergencies		
DOD Directive 3150.5					
DOD Directive 3150.8			Other <i>(Local Use)</i>		
DOD Directive 5525.5					
DOD Manual 3025.1-M					
Other <i>(Local Use)</i>					
SECTION V - STATUTES AND EXECUTIVE			SECTION VII - INITIAL LIAISON		
TASK/ACTION	EPLO INITIALS	DATE COMPLETED	TASK/ACTION	EPLO INITIALS	DATE COMPLETED
42 USC 5121-5204c Stafford Act			Federal Emergency Management Agency Regional Center		
18 USC 1385 Posse Comitatus			U.S. Army Corps of Engineers		
10 USC 331-335 Insurrection Act			U.S. Military and State-owned bases		
Executive Order 12656			Defense Coordinating Officer		
Executive Order 12148			State Emergency Management Agency		
Applicable State and Local government/authority relative to emergency management agency			State Emergency Operations Center (EOC)		
			National Guard EOC		
Other <i>(Local Use)</i>			Other <i>(Local Use)</i>		

FORSCOM Regulation 140-12

GLOSSARY Section I Abbreviations

AC	Active Component
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AR	Army Regulation
AR-PERSCOM	Army Reserve Personnel Center
AT	Annual Training
BSI	Base Support Installation
CIP	Critical Infrastructure Program
CMPO	Civil Military Project Officer
COB	Command Operating Budget
CONPLAN	Contingency Plan
CONUS	Continental United States
CONUSA	Continental United States Army
DA	Department of the Army
DCO	Defense Coordinating Officer
DCE	Defense Coordinating Element
DFO	Disaster Field Office
DOD	Department of Defense
DODEPC	Department of Defense Emergency Preparedness Course
DODRDB	Department of Defense Resources Data Base
EPLO	Emergency Preparedness Liaison Officer
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FORSCOM	U.S. Army Forces Command

FRP	Federal Response Plan
ID	Infantry Division
IDT	Inactive Duty Training
KAL	Key Asset List
MACA	Military Assistance to Civil Authorities
MRD	Mandatory Removal Date
MS	Mobilization Station
MSCA	Military Support to Civil Authorities
NCO	Non-Commissioned Officer
NCOER	NCO Efficiency Report
NSEP	National Security Emergency Preparedness
OER	Officer Efficiency Report
OPCON	Operational Control
POMSO	Plans and Operations Military Support Officer
QRC	Qualification Record Checklist
RC	Reserve Components
REMT	Regional Emergency Management Team
REPLO	Regional Emergency Preparedness Liaison Officer
RISC	Regional Interagency Steering Committee
ROC	Regional Operations Center
RPA	Regional Planning Agent
RSC	Regional Support Command
SF	Standard Form
SEPLO	State Emergency Preparedness Liaison Officer

SRAAG	Senior Army Adviser, Army National Guard	TSD	Training Support Division
STARC	State Area Command	TTAD	Temporary Tour of Active Duty
TAG	The Adjutant General	USAR	United States Army Reserve
TDA	Table of Distribution and Allowances	USARC	U.S. Army Reserve Command
TPU	Troop Program Unit	VOCO	Verbal Orders of the Commanding Officer
		WMD	Weapons of Mass Destruction

Section II

Terms

Civil Emergency

Any natural or manmade disaster or emergency that causes or could cause substantial injury or harm to the population or substantial damage to or loss of property. This term can include a "major disaster" or "emergency" as those terms are defined in the Stafford Act, as amended, as well as consequences of an attack or national security emergency.

Civil Government Resources

Civil resources owned by, controlled by, or under the jurisdiction of civilian agencies or the U.S. Government, or of State and local governmental agencies.

Civil Resource

Resources that normally are not controlled by the government, including workforce, food and water, health resources, industrial production, housing and construction, telecommunication, energy, transportation, minerals, materials, supplies, and other essential resources and services. Such resources cannot be ordered to support needs of the public except by competent civil government authority.

Defense Coordinating Officer

A military official of any DOD component, designated by the DOD Executive Agent to coordinate MSCA activities.

DOD Regional Planning Agent

The Service Regional Planning Agent responsible for coordinating DOD plans, operations, and exercises with all Service Regional Planning Agents to ensure a coordinated response for domestic emergency operations within the Federal Regions. CONUSAs perform this function.

DOD Resources

Military and civilian personnel, facilities, equipment, supplies, and services owned by, controlled by, or under the jurisdiction of a DOD component.

DOD Resources Data Base (DODRDB)

A computerized database that supports MSCA planning and execution by field elements of the DoD components. It includes essential information on resources routinely held by DoD components and directly applicable to lifesaving, survival, and immediate response aspects of MSCA.

Emergency Preparedness Liaison Officer (EPLO)

An individual who functions in support of the Service Regional Planning Agent to facilitate planning and execution of military assistance to other Federal

agencies and State and local government under an "All Hazards" domestic emergency environment.

Federal Region

The ten groupings of States and Territories designed to facilitate federal response in emergency situations. The First U.S. Army area encompasses Regions I through V. The Fifth U.S. Army area encompasses Regions VI through X.

Federal Response Plan

The inter-departmental process, developed under FEMA leadership, by which the Federal Government prepares for and responds to the consequences of disasters and emergencies. Federal planning and response are coordinated on a functional group basis into Emergency Support Functions (ESFs), with designated lead and support agencies for each ESF.

Military Assistance to Civil Authorities (MACA)

Those DoD activities and measures covered under MSCA (natural and manmade disasters, see MSCA definition below) plus DoD assistance for civil disturbances, counterdrug, sensitive support, counterterrorism, and law enforcement.

Military Support to Civil Authorities (MSCA)

Those activities and measures taken by DoD Components foster mutual assistance and support between the Department of Defense and any civil government agency in planning or preparedness for, or in the application of resources to, the consequences of civil emergencies or attacks, including national security emergencies.

National Security Emergency

Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously threatens the national security of the United States.

Operational Control (OPCON)

The authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission.

State Area Command (STARC) A mobilization entity of the Army National Guard for each State, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Responsible for planning and executing Military Support of Civil Defense, Key Asset Protection, and military family assistance activities.